



# **CITY OF BRUNSWICK**

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

## **STANDARD OPERATING PROCEDURES STREETS AND ALLEYS ACCEPTANCE Adopted May 27, 2003**

### **Legal Authority:**

Section 16.3, (10), (13) and (15) of the Charter of the Town of Brunswick.

### **New Streets and Alleys:**

1. Conditions Required for Acceptance into the City Street System:
  - Inspection of stages of construction completed to DPW Satisfaction in accordance with City Inspection Procedures.
  - All required Final Plats, Deeds of Easements, Right-of-Way Dedication and Maintenance Agreements/Covenants are approved by the City and Recorded in the County Court House.
  - All utilities installed and inspected within right-of-way.
  - Monuments and Markers in accordance with the State of Maryland must be set.
  - Frederick County Acceptance of the Storm Water Management and Sediment & Erosion Control.
  - All sidewalks and driveway aprons completed and inspected by DPW.
  - All Street and Alley Signs installed to DPW Satisfaction.
  - Abutting MSHA or County Road Improvements completed and accepted if applicable.
2. Acceptance Procedures:
  - Written request from the Developer.
  - Certification from a Surveyor Licensed in the State of Maryland that all Monuments and Markers are set in accordance with State of Maryland Requirements.
  - Written verification from MSHA or Frederick County that improvements within their right-of-ways are completed and accepted.

- Written verification from County DPW that Storm Water Management and Erosion & Sediment Control is completed and accepted.
- Recommendation from City DPW and the City Engineer that paving, sidewalks, driveway aprons and utilities are inspected, completed and meet City Standards.
- After receipt of the above, the Street and Alley Acceptance Request will be placed on a Planning Commission Agenda for Recommendation of Compliance with Approved Public Improvement Plans, if plans were approved by the Planning Commission.
- Upon receipt of Planning Commission Recommendation of Compliance, or if the Request doesn't require Planning Commission action, the Request will be placed on a Mayor and Council Meeting Agenda for acceptance.
- If Conditional Acceptance is granted, this procedure is required to be followed for reconsideration of Final Acceptance.
- Once Final Accepted has occurred, Guarantees for Construction will be released and the City will assume maintenance, in accordance with the conditions of acceptance.

### **Platted Streets and Alleys**

1. Conditions Required for Developer Improvement and Conditional Acceptance into the City Street System:
  - Platted Street or Alley Record Status verified by the Public Works Administrator and Planning and Zoning Administrator.
  - Title Opinion Letter with regards to legal rights of the City and the Applicants right to request opening the street or alley.
  - All necessary deeds, plats or other legal documentation, required and acceptable to Staff, submitted.
2. Platted Street and Alley Conditional Acceptance for Developer Construction Procedures:
  - Written request from the Developer.
  - Verification from the Public Works Administrator and Planning and Zoning Administrator of Record Status.
  - Title Opinion Letter.
  - Verification of receipt of supplemental legal documents.
  - After receipt of the above, the Street and Alley Acceptance for Developer Construction Request will be placed on the Planning Commission Agenda for Consideration and Recommendation to accept the dedication for the purpose of the Developer Construction of the Street and Alley, if included as part of the Site Plan or development process.

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- Upon receipt of the Planning Commission Recommendation to Accept for Developer Construction of the Street and Alley, or if Planning Commission action is not required, the Request will be placed on a Mayor and Council Meeting Agenda for Conditional Acceptance.
  - Once Conditional Acceptance has occurred, the Developer may proceed with the Plan Submission and Approval Process, and Developer Construction of Public Improvements.
3. Platted Street and Alley Final Acceptance:
- Follow Procedure for New Streets and Alleys.

Copies of the Rules, Regulations, Manuals, Forms, etc., are available online at [www.brunswickmd.gov](http://www.brunswickmd.gov) or in the Information Distribution Rack at City Hall.

**Revisions: 7/12/06**